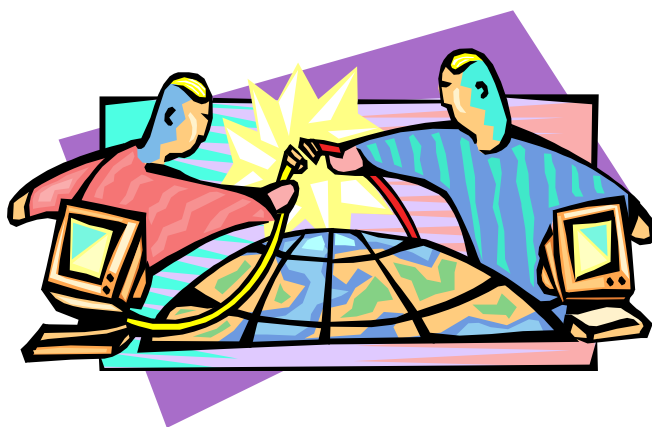


ELECTRONIC CASE FILING CM/ECF



Attorneys' Manual

Southern District of Ohio

July 2005

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Electronic Case Files System Attorneys' Manual

(Last revision: July 14, 2003)

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape or Internet Explorer and Adobe Acrobat.

Help Desk

Contact the Court's Help Desk between the hours of 8:00 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk – Cincinnati 1-888-743-2126

Toll Free Help Desk – Columbus 1-866-261-1680

Toll Free Help Desk – Dayton 1-800-496-3857

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape or Internet Explorer software to perform the following functions:

- Open the Court's web page www.ohsd.uscourts.gov
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 4.5, 4.7 or 4.76 or later and/or Internet Explorer version 5.5 or later.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system.
Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Online registration can be obtained on our web site at <http://www.ohsd.uscourts.gov/cmecf/> or by calling the court.

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail.

We strongly recommend that users practice in the “training” ECF database before filing documents in the “live” ECF database.

Our web site offers the following training opportunities:

- 1) Online tutorial
- 2) Online training database
- 3) Registration for classes at the courthouse

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

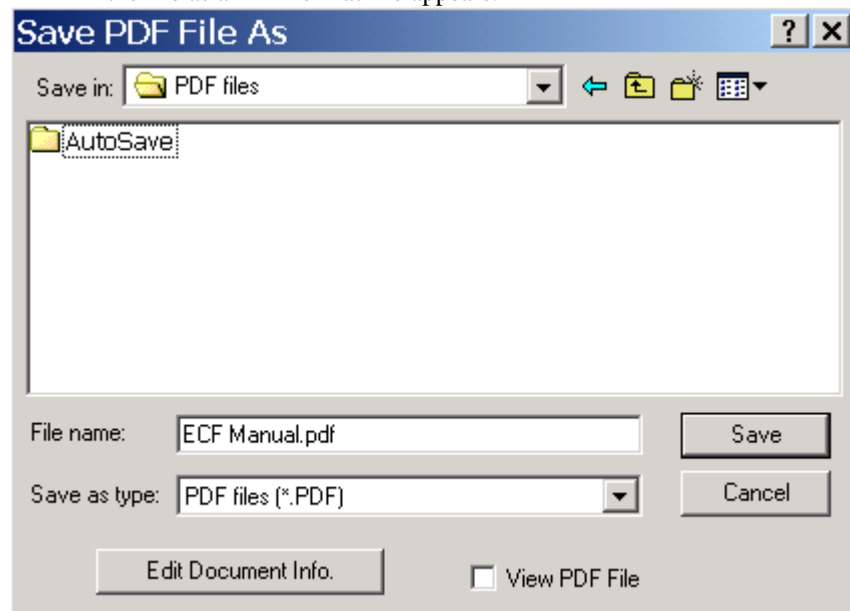
- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory.

Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter** or **FinePrint pdfFactory***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

**You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone:

| | |
|---|-----------------------|
| Toll Free Help Desk – Cincinnati | 1-888-743-2126 |
| Toll Free Help Desk – Columbus | 1-866-261-1680 |
| Toll Free Help Desk – Dayton | 1-800-496-3857 |

As soon as possible after an error is discovered, contact us. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk (see p. 2) as soon as possible.

User's Manual

You can download or view the most recent version of the ECF Attorney's Manual (in PDF format) from the District Court's web page. Enter <http://www.ohsd.uscourts.gov> , when the court's web page opens, click on the **CM/ECF** hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to

<http://ecf.ohsd.uscourts.gov>

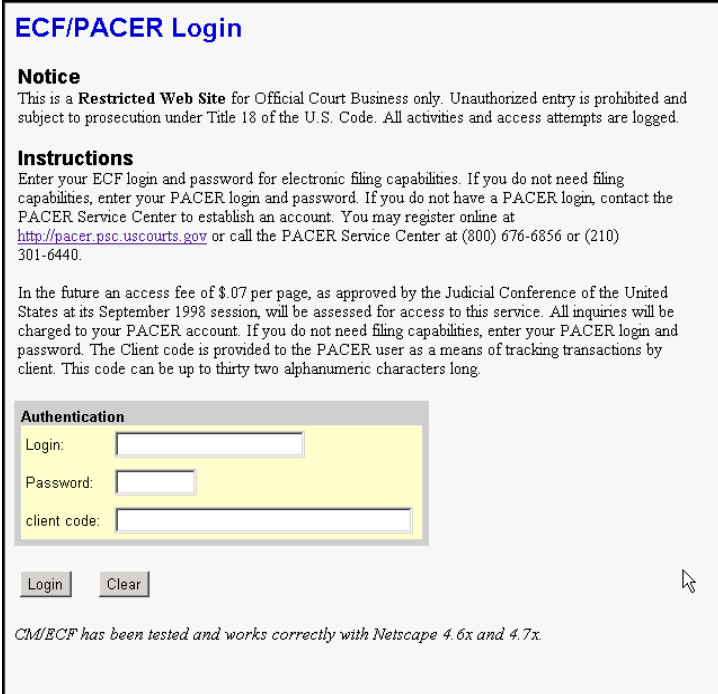
Or, you may go to the Southern District of Ohio's web site at www.ohsd.uscourts.gov and click on the CM/ECF hyperlink.

Click on Document Filing System to open the login screen and login to ECF.

Click on Training Database to practice using CM/ECF.

Logging In

The next screen is the login screen.




Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. Beginning September 2003 you will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

- Click on the **[Back]**  button in your browser and re-enter your correct login and password.

Once the Main Menu appears, choose from a list of hyperlinked options on the top bar.



**U.S. District Court [TRAIN]
TRAIN - U.S. District Court, Southern District of Ohio
Official Court Electronic Document Filing System**

**This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court [TRAIN] for the TRAIN - U.S. District Court, Southern District of Ohio Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.

Netscape/PDF Settings

Last login: 07-09-2003 10:11

24May2002

<https://ecf-train.ohsd.uscourts.gov/cgi-bin/showpage.pl?16>

7/14/2003

| |
|---|
| <p>Note: The date you last logged into the system appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 2) as soon as possible.</p> |
|---|

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

| | |
|------------------------------------|---|
| <u>Civil-</u> | Select <u>Civil</u> to electronically file all civil case pleadings, motions, and other court documents. |
| <u>Criminal- Query-</u> | Select Criminal to electronically file all criminal case pleadings, motions, and Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF. |
| <u>Reports-</u> | Choose <u>Reports</u> to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report. |
| <u>Utilities-</u> | View your personal ECF transaction log and maintain personal ECF account information in the <u>Utilities</u> area of ECF. |
| <u>Logout-</u> | Allows you to exit from ECF and prevents further filing with your password until the next time you log in. |



Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

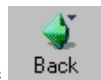
General Rules and Manipulations

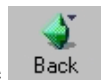
Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
- or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., "s/Jane Doe."

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.

(b) The filing party or attorney then shall file the document electronically, indicating the agreement of other counsel or parties at the appropriate place in the document signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc.

(c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

(d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Filing a Civil Complaint

The Court will accept complaints sent by U. S. Mail or delivered in person to the Clerk's office. Fees will be paid, as applicable.

Present the Clerk's office with a Civil Cover Sheet (JS-44c), the complaint which lists the case party information, a disk containing the complaint in PDF format, and a check or money order in the amount of \$250.00.

A complaint received by the Clerk's Office will be considered filed that day, and will be uploaded to the System within 24 hours of filing..

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



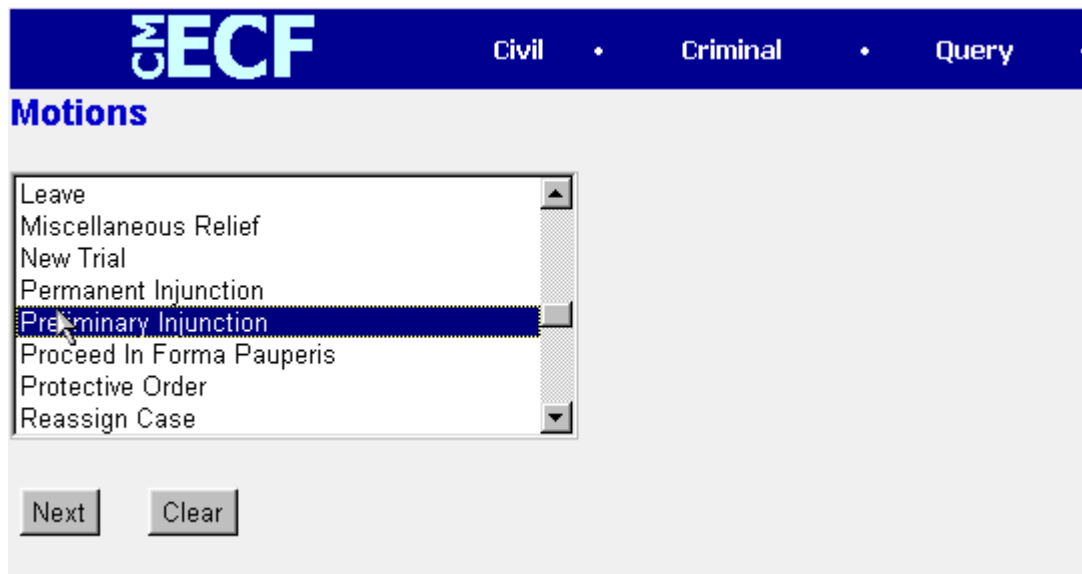
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under Motions and Related Filings



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Ut. Below the bar is the title "Motions". The main content area has a "Case Number" label above a text input field containing "0-101". To the right of the input field is a list of acceptable formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.

- When the case number is correct, click on **Next**.

3. Designate the party(s) filing the document

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and R. Below the bar is the title "Motions". Under the title is a link: "8:00-cv-00101 Solich v. Stoops". Below this is a blue instruction: "If the name of the filer does not appear below click on Add/Create New Party." The main content area has a "Select the Party:" label above a list box. The list box contains two items: "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the list box is a link: "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear". A mouse cursor is visible over the "Clear" button.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, exit out call the appropriate **Help Desk**..

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

ECF Civil • Criminal • Query •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- Click on the **[Browse]** button. ECF opens the following screen.

File Upload

Look in: PDF Files

File name:

Files of type: HTML Files

Open **Cancel**

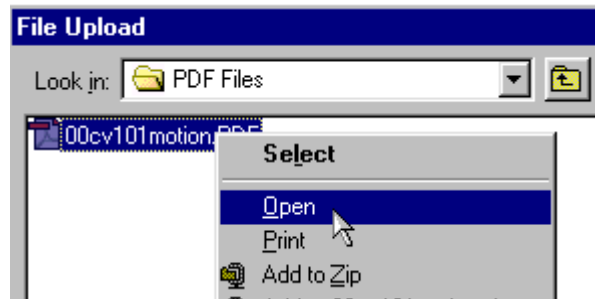
- Change the **Files of type** from:

to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



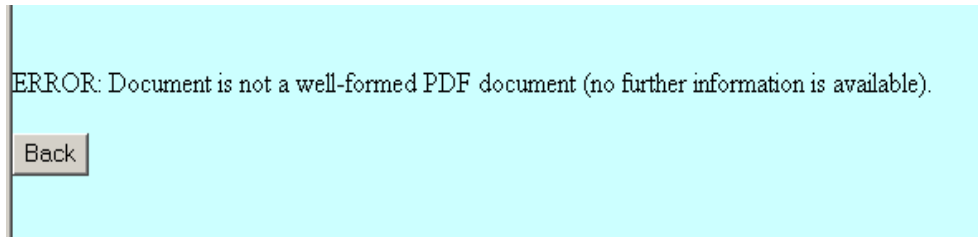
- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

A screenshot of the ECF Motions screen. The header shows 'ECF' and navigation links for 'Civil', 'Criminal', and 'Query'. The 'Motions' section displays the motion '8:00-cv-00101 Solich v. Stoops'. Below this, it says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field contains 'C:\My Documents\PDF Files\00cv101mo' and there is a 'Browse...' button. The 'Attachments to Document' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, **“Modifying Docket Text,”** to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being**

Filed”.

In the event you selected and highlighted a file that is **not** in PDF format, ECF will display the following error message after you click on the [Next] button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the [Back] button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

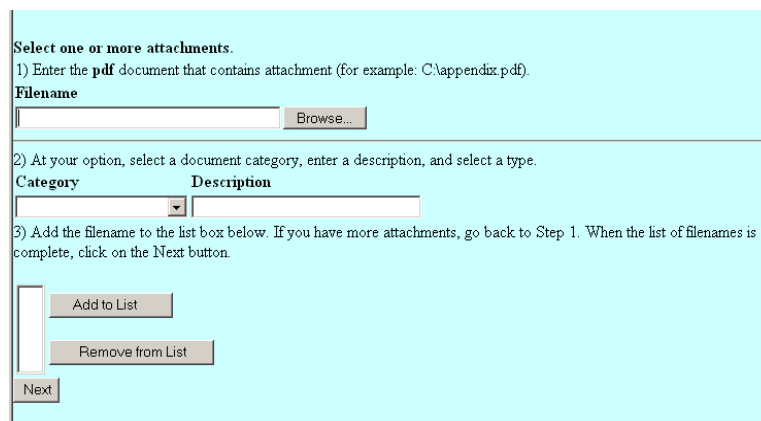
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.





[Civil](#) •
 [Criminal](#) •
 [Query](#) •
 [Reports](#) •
 [Utilities](#) •
 [Logout](#)


Motions
[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

| Type | Description |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
 - To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

6. Modify docket text

The screenshot shows the ECF Motions page for case 8:00-cv-00101 Solich v. Stoops. The 'Docket Text: Modify as Appropriate.' section contains a dropdown menu (currently showing 'First'), the text 'MOTION for Preliminary Injunction', a text input field, and the text 'on behalf of Plaintiff Frank Solich (attorney2,)'. Below this section are 'Next' and 'Clear' buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

This screenshot shows the same ECF Motions page, but the modifier drop-down list is open. The list contains the following options: First, Second (highlighted), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. An arrow points from a text box on the left to the 'Second' option. Another arrow points from the text input field in the docket text area to the right.

*Listings are for example purposes

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[8:00-cv-00101 Solich v. Stoops](#)


Docket Text: Modify as Appropriate.

Second MOTION for Preliminary Injunction to cease and desist from on behalf of Plaintiff Frank Solich (attorney2,)

Next Clear

7. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen,

click the  Back button on the Netscape toolbar to find the screen you wish to alter.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Final Text

Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

- Click on the [Next] button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser [**Back**] button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

The screenshot shows a web browser window with a blue header bar. The header contains the ECF logo, navigation links (Civil, Criminal, Query, Reports, Utilities, Logout), and a help icon. The main content area is titled "Motions" and displays a filing receipt for case 8:00-cv-00101, Solich v. Stoops. The receipt includes the date and time of filing (2/7/2002 at 8:22 PM CST), the case name, case number, and document number. It also provides a docket text for a motion for preliminary injunction and a list of associated documents. A document description section shows the original filename and an electronic document stamp. At the bottom, it lists the filer's name and address.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:/WINDOWS/Desktop/CofC.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
DONNELL, YOUNG LAW FIRM
72 Beacon Street
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select [**Print**] on the Netscape Toolbar to print the document receipt.
- Select [**File**] on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of**

Electronic Filing. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

| |
|---|
| <p>Note: It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they <i>do not</i> have E-mail accounts.</p> |
|---|

Criminal Events Feature

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the pleading to ECF
- 10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



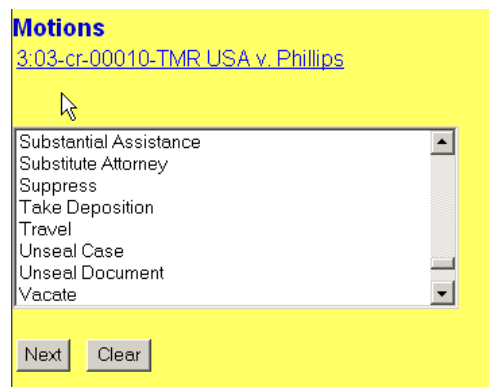
1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Suppress** and click on **[Next]**.

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

Motions

Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next

Clear

Note: if the case number you are working on is 8:00cr101, you could enter the case number in any of the following formats:
02-100
02cr100
8:02-cr-100
8-02-cr-100
8:02cr100

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. Designate the defendant(s) that the filing relates to.

ECF

Civil • Criminal

Motions

☐ All defendants

☐ -02-cr-100-1 - Butch Cassidy
☐ -02-cr-100-2 - Sundance Kid

☐ All defendants

Next

Clear

Click in the boxes to place a check next to each defendant’s name that this filing relates to. If it relates to all defendants in the case, check the box for “All Defendants” and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

4. Verify the case number and caption are correct.

The screenshot shows the ECF Motions screen. At the top is a blue header with the ECF logo and tabs for Civil and Criminal. Below the header, the word "Motions" is displayed. A blue instruction reads: "Click next if case number and caption are correct." Below this, the case number and caption "8:02-cr-00100 USA v. Cassidy et al" are shown. At the bottom are two buttons: "Next" and "Clear".

Click 

5. Designate the party(s) filing the document

The screenshot shows the ECF Motions screen for designating the party. The header and "Motions" title are the same. A red instruction reads: "COURT USE ONLY: If the attorney name does not appear below click on". Below this, a blue instruction reads: "CIVIL CASES ONLY: If the name of the filer does not appear below click on". A section titled "Select the Party:" contains a scrollable list box with the following options: "USA [Plaintiff]", "Butch Cassidy (1) [Defendant]", and "Sundance Kid (2) [Defendant]". At the bottom are "Next" and "Clear" buttons.

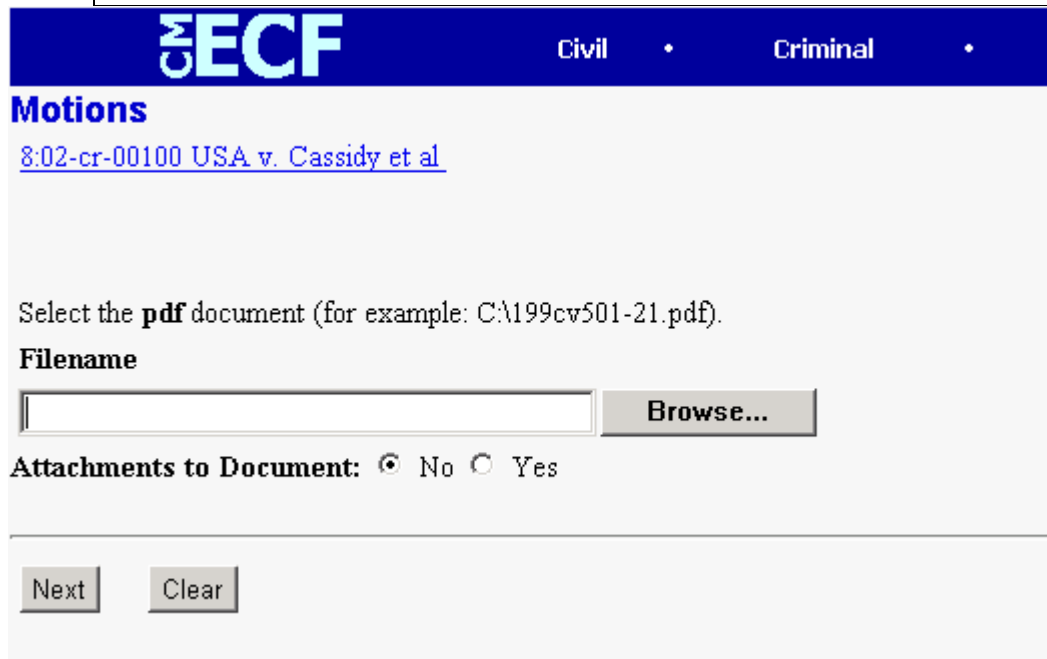
Highlight the name of the party or parties filing the motion. Click on the [Next] button.

6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

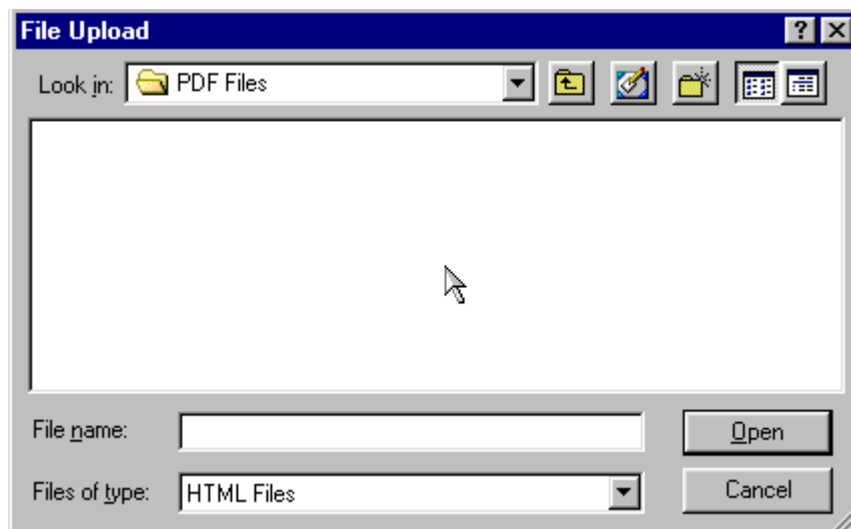
| |
|--|
| Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the |
|--|

system. All documents that you intend to file in ECF **MUST** reside in **PDF** format.



The image shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. Underneath, a blue hyperlink reads "8:02-cr-00100 USA v. Cassidy et al". The main area contains the instruction "Select the **pdf** document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below this is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- Click on the [**Browse**] button. ECF opens the following screen.



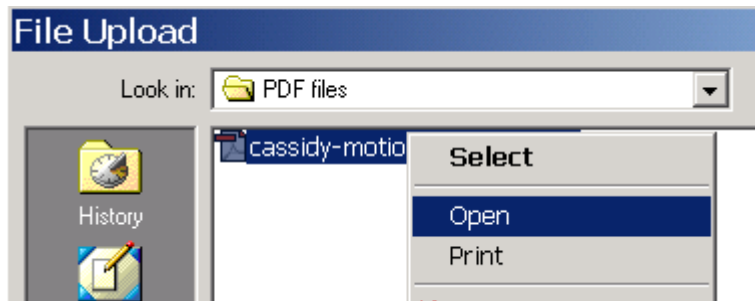
- Change the **Files of type** from:

to:

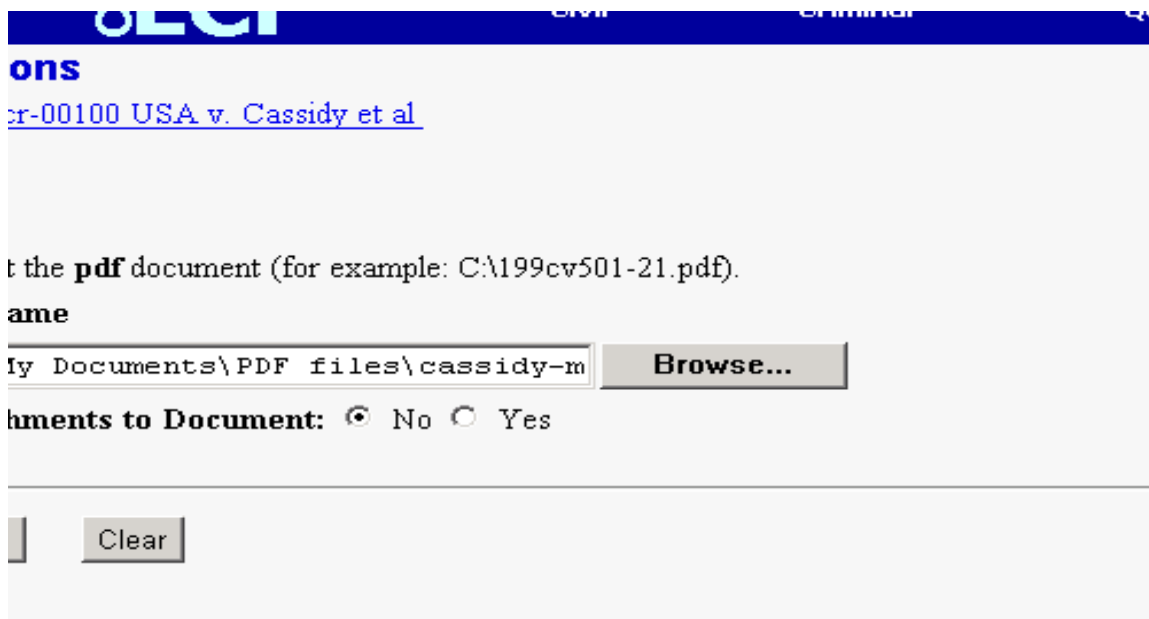


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, **“Modifying Docket Text,”** to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being Filed”**.

In the event you selected and highlighted a file that is **not** in PDF format, ECF will display the following error message after you click on the **[Next]** button.

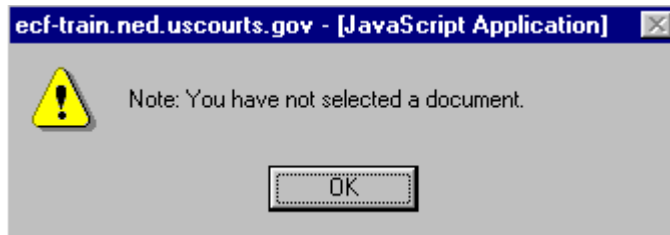
ERROR: Document is not a well-formed PDF document (no further information is available).

Back

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

8. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

- Amended
- Ex Parte
- Final
- Interim
- Joint
- Supplemental

*Listings are for example purposes

Click in the open text area to type additional text for the description of the pleading.

Motions


[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress Evidence retrieved from D by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

9. Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous

screen, click the  button on the Netscape toolbar to find the screen you wish to alter.

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Final Text

Amended MOTION to Suppress Evidence retrieved from Defendant's car by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. Below the navigation bar, the page title is "Motions". The main content area displays a filing receipt for case "8:00-cv-00101 Solich v. Stoops". The receipt includes the following information:

- Notice of Electronic Filing**
- The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST
- Case Name:** Solich v. Stoops
- Case Number:** [8:00-cv-00101](#)
- Document Number:** [2](#)
- Docket Text:** Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)
- The following document(s) are associated with this transaction:
- Document description:** Main Document
- Original filename:** C:/WINDOWS/Desktop/CofC.pdf
- Electronic document Stamp:**
[STAMP dcecfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]
- 8:00-cv-00101 Notice will be electronically mailed to:**
- 8:00-cv-00101 Notice will not be electronically mailed to:**
- Bobby Donnell
DONNELL, YOUNG LAW FIRM
72 Beacon Street
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select [**Print**] on the Netscape Toolbar to print the document receipt.
- Select [**File**] on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

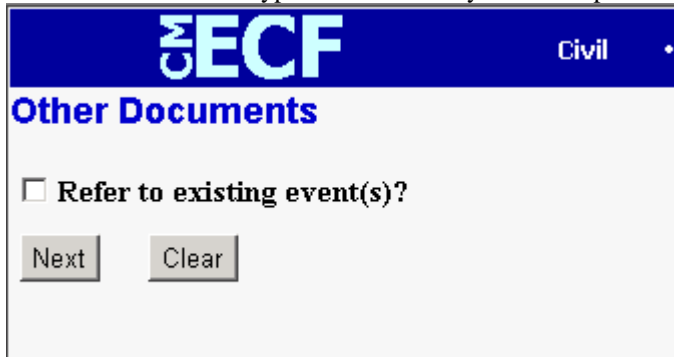
E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet filed prior to November 1, 2004.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

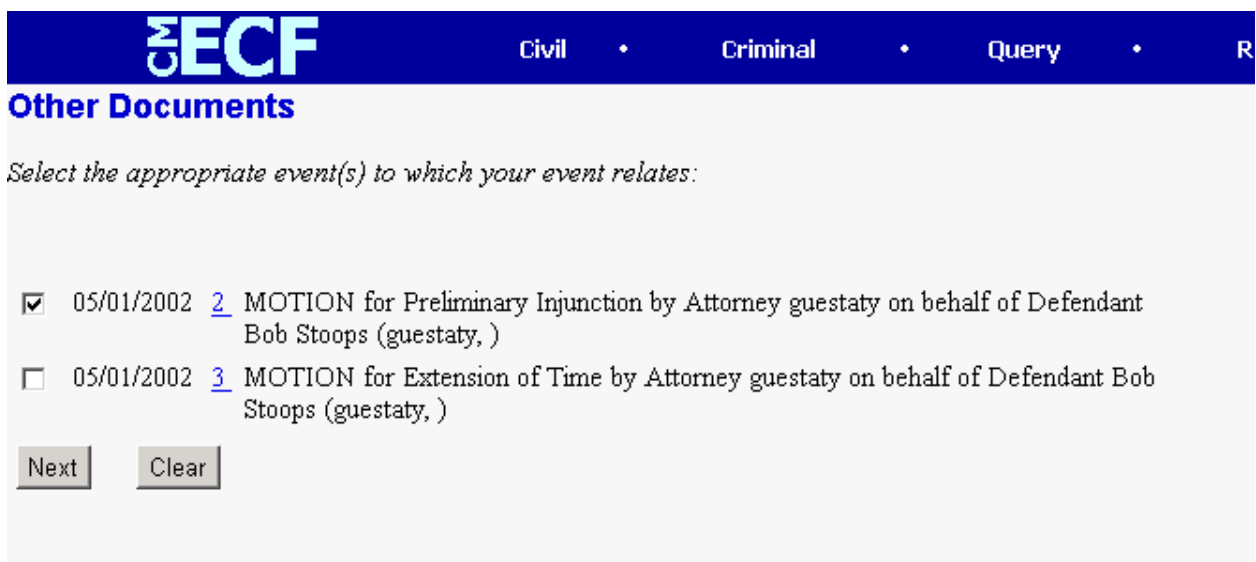
Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" and click [Next].



Click the checkbox for the document you wish to link to and click [Next].

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

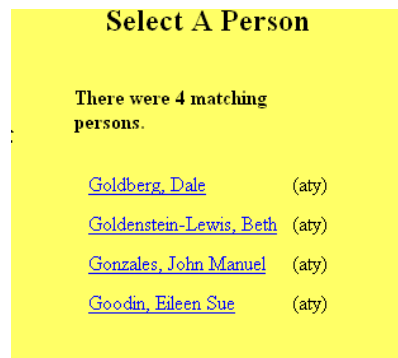
Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

The image shows the 'Query' screen of the ECF system. At the top is a dark blue navigation bar with the 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Query' item is highlighted. Below the navigation bar is a yellow box containing the search fields. The fields are: 'Case Number' (with '00-101' entered), 'Def Number' (empty), 'Filed Date' (empty), 'Last Entry Date' (empty), 'Nature of Suit' (a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'), 'Last Name' (empty), 'First Name' (empty), 'Middle Name' (empty), and 'Type' (a dropdown menu). Below the yellow box are two buttons: 'Run Query' and 'Clear'.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

Figure A



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

| | | |
|---|-------------------------------------|--|
| 3:05-cv-00228-TMR Vanhorn et al v. Wisconsin Physicians Services et al Thomas M Rose, presiding Date filed: 06/23/2005 Date of last filing: 06/28/2005 | | |
| Case Summary | | |
| Office: Dayton | Filed: 06/23/2005 | |
| Jury Demand: None | Demand: | |
| Nature of Suit: 110 | Cause: 28:1441 Petition for Removal | |
| Jurisdiction: Federal Question | Disposition: | |
| County: CHAMPAIGN | Terminated: | |
| Origin: 1 | Reopened: | |
| Lead Case: | None | |
| Related Case: | None | Other Court Case: 2005cv140[Champaign County Common Pleas Court] |
| Def Custody Status: | | |
| Flag: LC2 | | |
| Plaintiff Gladys I Vanhorn | represented by Steven Ross Fansler | Phone: 937-465-5056 Fax: 937-465-5056 |
| Plaintiff Robert B Pumphrey | represented by Steven Ross Fansler | Phone: 937-465-5056 Fax: 937-465-5056 |
| Defendant Wisconsin Physicians Services | represented by Dale Ann Goldberg | Phone: 937-225-2910 Email: dale.goldberg@usdoj.gov |
| Defendant Tricare For Life | represented by Dale Ann Goldberg | Phone: 937-225-2910 Email: dale.goldberg@usdoj.gov |

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the [Deadline/Hearings](#) screen depicted on the next page.

| | |
|--|--------------------------------------|
| Deadlines/Hearings | |
| Sort by | <input type="text" value="Due/Set"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| <input type="button" value="Run Query"/> | <input type="button" value="Clear"/> |

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

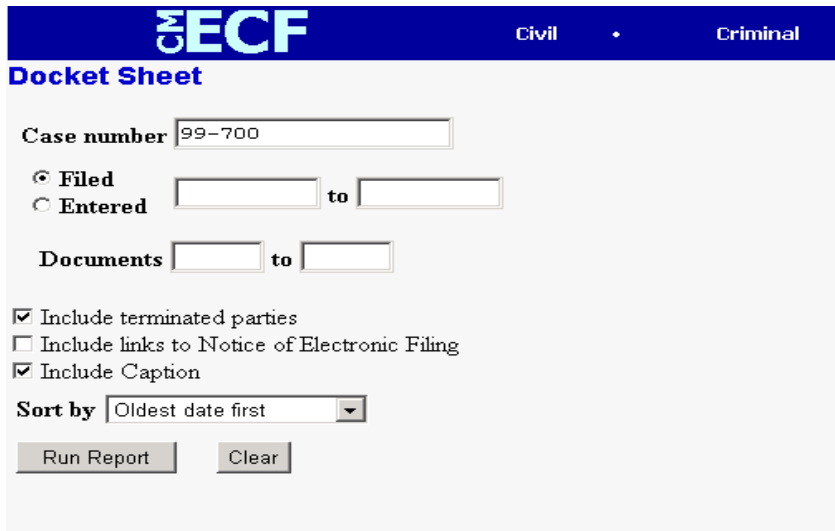
| Deadlines/Hearings | | | | | |
|--------------------|------------------------|-------------|------------|-----------|------------|
| Doc. No. | Deadline/Hearing | Event Filed | Due/Set | Satisfied | Terminated |
| 2 | Answer due | 02/10/2003 | 01/30/2004 | | |
| 7 | Motions Deadline | 02/11/2003 | 06/25/2003 | | 02/11/2003 |
| 7 | Discovery Deadline | 02/11/2003 | 05/25/2003 | | 02/11/2003 |
| 12 | Appeal Record Deadline | 02/12/2003 | 04/12/2003 | | |
| | Appeal Record Deadline | 02/12/2003 | 03/12/2003 | | |
| 4 | Response Deadline | 02/11/2003 | 03/03/2003 | | 02/11/2003 |
| 8 | Response Deadline | 02/11/2003 | 03/03/2003 | | 02/11/2003 |
| | Transcript Deadline | 02/12/2003 | 03/03/2003 | | |

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and

related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



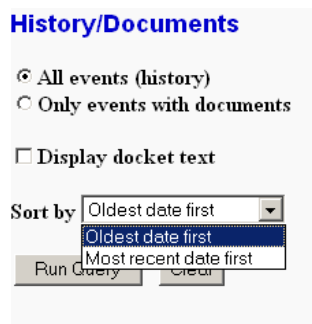
You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column of Figure 23B are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure 24



After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and

documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure 24A

| History | | | | | |
|-------------------|--|----------------------------|---------------|---------------|----------------|
| Doc. No. | Dates | Description | Private Event | Type Subtype | Docket Part ID |
| -- | Filed: 04/05/2005 Entered: 04/06/2005 | Notice (Other) | | notice other | 16 |
| 1 | Filed & Entered: 04/05/2005 | Complaint | | cmp cmp | 12 |
| 2 | Filed & Entered: 04/05/2005 | Filing Fee Received | | misc fee | 14 |
| -- | Filed & Entered: 04/06/2005 | Set/Clear Flags | Y | utility flags | 18 |
| 3 | Filed & Entered: 04/17/2005 | Amended Complaint | | cmp amdcmp | 20 |
| 4 | Filed & Entered: 05/02/2005 | Waiver of Service Executed | | service wvxc | 22 |
| 5 | Filed & Entered: 05/02/2005 | Waiver of Service Executed | | service wvxc | 24 |
| 6 | Filed & Entered: 05/02/2005 | Waiver of Service Executed | | service wvxc | 26 |
| 7 | Filed & Entered: 05/10/2005 | Waiver of Service Executed | | service wvxc | 28 |

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25



If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to **PACER**. You may view Court Calendar Events for a case without logging into **PACER**.

Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. At the top is a blue header with the ECF logo on the left, and 'Civil' and 'Criminal' tabs on the right. Below the header, the title 'Docket Sheet' is displayed. The form contains several input fields and checkboxes. The 'Case number' field is populated with '99-700'. There are radio buttons for 'Filed' (selected) and 'Entered', each followed by a date range field. Below these are 'Documents' date range fields. There are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 29). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Civil Cases Report

Office: 4 Lincoln 7 North Platte Case type: Civil Miscellaneous Nature of suit: 0 (zero) 110 (Insurance) Case flags: 2255MOTION AOFORM Cause: 0 (No cause code entered) 02:0431 (02:431 Fed. Election...)

Filed: 9/23/2002 to 10/23/2002

Terminal digit(s): 2, 47 ☒ Open cases ☐ Closed cases

Sort by: Case Number

Run Report Clear

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

| Civil Cases Report | | | | |
|---|-----------------------------------|--------------------------|-----------------|--|
| Version 1 -- U.S. District Court of Nebraska | | | | |
| Filed Report Period: 09/23/2002 - 10/23/2002 | | | | |
| Case Number/ Title | Date Filed/ Reopened/ Added | Date Closed/ Reclosed | Days Pending | Notes |
| 4:02-cv-03257 Anderson et al v. Gale | Filed: 09/23/2002 | | 31 | Cause: 28:1343 Violation of Civil Rights NOS: Civil Rights: Voting Office: 4 Lincoln President: Richard G. Kopf Referral: David L. Piester Jury demand: None |
| 4:02-cv-03258 Lujan v. Kenney | Filed: 09/23/2002 | | 31 | Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: Habeas Corpus (General) Office: 4 Lincoln President: Lyle E. Strom Referral: Kathleen A. Jaudzemis Jury demand: None Case Flags: HABEAS |
| 4:02-cv-03259 USA v. Woolley | Filed: 09/23/2002 | | 31 | Cause: 26:7401 IRS: Tax Liability NOS: Taxes Office: 4 Lincoln President: Richard G. Kopf Referral: David L. Piester Jury demand: None |
| 4:02-cv-03260 Moore v. Lincoln | Filed: 09/24/2002 | | 30 | Cause: 42:2000e Job Discrimination (Employment) NOS: Civil Rights: Other Office: 4 Lincoln President: Warren K. Urbom Referral: David L. Piester Jury demand: Plaintiff |

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Written Opinions

Published written opinions can be downloaded free of charge.

The screenshot shows a web form titled "Written Opinions Report". It contains several input fields and dropdown menus for filtering search results. The fields include: Case Number, Last Name, First Name, Middle Name, Office (with options Cincinnati and Columbus), Nature of Suit (with options 0 (zero) and 110 (Insurance)), Case Type (with options Civil and Criminal), Cause (with options 0 (No cause code entered) and 02:0431 (02:431 Fed. Election...)), Case Flags (with options AOBANK and AOPROC), Filed between (with date pickers for 6/27/2005 and 7/27/2005), and Sort by (with a dropdown menu set to Case Number). There are radio buttons for "Summary text" and "Full docket text", with "Full docket text" being selected. At the bottom, there are "Run Report" and "Clear" buttons.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

The screenshot shows the "Utilities" page of the ECF system. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is light blue and contains several sections of links. The "Your Account" section includes links for "Maintain Your Account", "View Your Transaction Log", "Change Client Code", "Change Your PACER Login", "Review Billing History", and "Show PACER Account". The "Miscellaneous" section includes links for "Legal Research...", "Mailings...", and "Verify a Document". There is also an "Edit Data" section and another "Miscellaneous" section with a link for "Internet Payment History".

Our present version of ECF allows you to change your client code, your PACE login and show your PACE account. "Review Billing History" and "Internet Payment History" will become active when payment of fees through the use of the Internet becomes activated.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

This screen displays all of the registration information that is contained within the ECF database for your

Account

First name

Generation

Type

State Zip

County

Fax

Bar status

DOB AO code End date

account with the Court. This includes Bar Identification and Bar status. **Check the “Policy and Procedural Manual” for further information on procedure for changing your address.**

Clicking on the **[E-mail information]** button opens the following screen.

E-mail information for attorney21

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

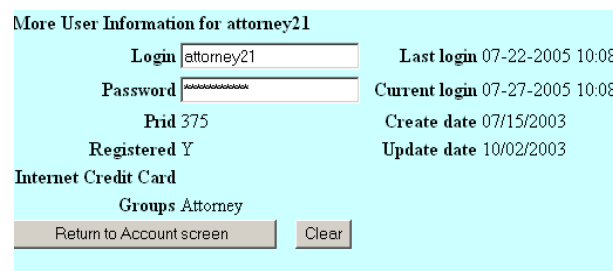
- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.



After updating your account information, click on the [Return to Account screen] button to return to your **Maintain User Account** screen (Figure 30).

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

Figure 32



This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the [Return to Account screen] button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is

accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 33 for a sample transaction log report.

Figure 33

Use this feature of ECF to review your transactions and to verify that:

| ECF | | | |
|--|-------------|--|--|
| Civil • Query • Reports • Utilities • Logout | | | |
| Transaction Log | | | |
| Report Period: 08/16/2001 - 09/04/2001 | | | |
| Date | Case Number | Text | |
| 2 08/22/2001 15:45:54 | 01-4011 | First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,) | |
| 5 08/27/2001 11:44:12 | 01-4011 | First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,) | |
| 3 08/27/2001 12:01:51 | 01-4011 | RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,) | |
| 1 08/27/2001 12:05:13 | 01-4011 | ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge sullivan emmett g on 08/28/01. (wes,) | |
| 5 08/27/2001 14:23:52 | 01-4011 | RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibi are being held in the Clerk's office in paper format)(wes,) | |
| 5 08/27/2001 14:30:43 | 01-4011 | RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,) | |
| 7 08/27/2001 15:49:55 | 01-4011 | Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,) | |
| 3 08/27/2001 16:18:42 | 01-4011 | MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor b</i> DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,) | |
| 9 08/28/2001 10:19:15 | 01-4011 | Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor b</i> DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,) | |
| 1 09/04/2001 14:21:26 | | Updated person record: wes Prid: 2231 | |

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.



Additional Information Regarding ECF

Sealed Documents

Sealed documents must be brought to the District Court Clerk's office for filing.